

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Group Leader 2 – Two Positions  
#183545 / #183546

**ANNOUNCEMENT NO.** 098-2018

**SALARY:** SS-412 / Minimum \$33,280 / Maximum \$65,520 annual salary

**LOCATION:** Youth Challenge Program (YCP-GL), Gillis W. Long Center, Carville, Louisiana

**OPEN:** 6 June 2018

**CLOSE:** 20 June 2018

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

**In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.**

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED “AT WILL” AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** In order to be considered for employment as a Group Leader 2, the following requirements must be met: Must be a member of the Louisiana National Guard (Army or Air) in an Active Status or Retired from any branch of the Military or any prior service member with an honorable discharge; must be a minimum of 23 years of age. Must be Non-commissioned Officer; CPL E-4, SGT E-5, SSG E-6 and must have completed all NCOES requirements. Must have the ability to work with “At Risk” youth. Must have computer skills. Must attend and complete the Cadre Program Instructor Course (CPIC) within one year of hire date. Must attend Cadre Course, Part 1 and 2. Must have and maintain a clean criminal record. Must be able to work variable/irregular hours, including nights, weekends and holidays.

b. **GENERAL:** Must have a valid Driver’s License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

**3. CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

**4. POSITION DESCRIPTION:** Serve as a direct line supervisor; directly manage up to nine Cadre/Group Leaders and three hundred Cadets. Responsible for developing the Cadre and Cadets. Assist in scheduling and assigning duties and activities to Cadre; track IDT (drill) dates and Annual Training (AT) dates of the National Guard Cadre and Coordinate with Commandant, Assistant Commandants and Operations Supervisor; ensure that his/her shift maintains platoon coverage. Prepare and review annual PER documents; conducts counseling for up to nine Cadre/Group Leaders; oversee the counseling by Cadre of the Cadets within their platoons. In the absence of a platoon Cadre, may need to fill in on a platoon. Recommend and impose disciplinary actions when required for subordinates. Evaluate overall behavior and adjustment of each platoon cadre; exchange views and information with fellow Shift Supervisors and Commandants. Supervise the daily activities for the shift. Responsible for maintaining accountability of a full shift of Cadre/Group Leaders. Keep the Commandant and Assistant Commandants aware of potential position vacancies on the shift. Conduct random interviews with Cadets to check the platoon climate. Recommend and impose any recognitions or awards for the section. Delegate tasks down to subordinates as needed. Read and pay attention to the training schedule at all times. Coordinate and supervise the general development, academic and non-academic skills training of two hundred plus YCP Cadets. Oversee Cadre as they instruct and supervise Cadets in various non-educational and recreational activities and physical training. Offer assistance and practical advice to Cadre and Cadets; determine disciplinary measures as necessary. Supervise, coordinate and assist in instruction of the cadet handbook provisions and life skills training to the cadets. Supervise and coordinate movement of cadets to and from classrooms barracks, work details, community service, etc. Uphold the standards and policies of the YCP Program. Maintain communication with YCP Staff, fellow Shift Supervisors, Assistant Commandants and the Commandant. Maintain an open line of communication and coordination with the facilities representatives as required for daily activities. Communicate with Cadet parents/guardians as needed. Assist in the development and implementation of Cadet Handbook provisions and life skills training. Participate in other instructional programs as required. Work closely with Cadre and Cadets to ensure that rules and regulations are followed to accomplish the mission of YCP. Assist in maintaining and update of the Standard Operating Procedures for the Cadre Department. Maintain assigned equipment (radios/batteries, golf cart(s), van(s), etc.). Perform other duties as assigned.

**5. APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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